



**Solicitation Information
30 Jan 06**

Continuous Recruitment: CR - 11

TITLE: Conciliation Services

Submission Deadline: Continuous Recruitment through 30 June 06

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us . Questions should be submitted in a *Microsoft Word attachment*, no later than 8 June 06 @ 12:00 Noon (ET). Please reference the CR # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

**Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems**

**Vendors must register on-line at the State Purchasing Website at
www.purchasing.state.ri.us.**

NOTE TO VENDORS:

No offer will be considered that is not accompanied by a completed and signed Bidder Certification Cover Form.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

The Division of Purchases, on behalf of the Dept of Labor, is seeking to establish a list of qualified Conciliators to provide services in accordance with the terms of this solicitation and the State's General Conditions of Purchase, which is available on the internet at www.purchasing.ri.gov.

This solicitation will be used to create a DLT specific Agency Pricing Agreement, which will expire three years from the date of original issue (projected to be approximately March 06). Conciliators who are added to the qualified vendor list after the date of the original issuance of the Price Agreement will serve until the scheduled end of the original contract term. All service providers who desire to be included on this list must meet the qualifications listed below at the time the list is established.

This is a continual enrollment process. At the end of each month, the Division of Purchases will forward all applications received to the "Conciliation Services Review Committee" for evaluation.

All offerors deemed appropriate by the Conciliator Qualifications Review Committee and the DOA/ Division of Purchases will be placed on the qualified provider list for these services. Placement on the qualified provider list established in this DLT Master Blanket contract does not guarantee income. Service providers will be selected, on an as-needed basis, based upon qualifications, pricing, and other factors.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.

- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This will be a requirement only of the successful bidder (s).
- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- The State of Rhode Island has a goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, visit the web site www.rimbe.org. To speak with an M.B.E. Officer, call (401) 222-6253.
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI

Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090

APPLICATION REQUIREMENTS **RI STATE LABOR RELATIONS BOARD** **CONCILIATION LISTING**

A candidate for appointment to the RI State Labor Relations Board's Conciliation Hearing Listing must demonstrate by education, training and experience, or other objective criteria, an ability to serve effectively to conduct and assist in voluntary resolution of impasses. The candidate should possess negotiation, analytical and writing skills, be able to demonstrate his/her skills in the conduct of hearings, as well as experience in labor relations and dispute resolution.

All Applicants **must** meet the following criteria:

1. The Applicant should have substantial and current experience as an impartial arbitrator, mediator, and/or conciliator of labor/management

disputes with particular emphasis on contract bargaining agreements.

2. The Applicant shall submit a detailed and specific history of their labor relations experience with emphasis on “at-the-table” collective bargaining activity resolution.
3. Candidates must disclose any actual or potential conflicts of interest which might affect eligibility, i.e.// current public employment, elective office, consultant position with labor and/or management. Regardless of the candidate’s prior experience, the applicant must be independent of bias toward either party.
4. The Applicant shall be required to submit three (3) writing samples demonstrating analytical ability (i.e.// prior arbitration awards, briefs, Memorandum of Law, etc.).
5. The Applicant shall submit an up-to-date resume, as well as three (3) references from representatives of the labor, management and neutral community with whom you have dealt.
6. The Applicant must satisfy one of the following qualifications:
 1. A Juris Doctor (JD) degree from an accredited college or university; or
 2. A post graduate degree in the labor relations field as well as experience in negotiations of Contract Bargaining Agreements and/or Labor Relations; or
 3. Any combination of education and experience that shall be substantially equivalent to the above education and experience.
7. Upon your application being judged satisfactory, an interview may be scheduled.

All applicants that meet the above –referenced criteria will be placed on the qualified vendors list

Questions & Submission

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us . Questions should be submitted in a *Microsoft Word attachment, no later than the date & time indicated on page one of this solicitation*. Please reference the CR # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Responses **(an original plus nine (9) copies)** should be mailed or hand-delivered in a sealed envelope marked “**CR#11 : Conciliation Services**” to:

**RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855**

Proposals should include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.
2. A Cost Proposal reflecting an all inclusive daily rate (8 hours) and an all-inclusive ½ day rate (4 hours). Vendors may offer pricing for Year 1, Year 2, and Year 3. If only one price structure is offered, the rates will hold firm for the three- year maximum duration of the contract.
3. A Technical Proposal describing the qualifications and background of the applicant as described earlier in this solicitation
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom or Diskette). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested.

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